

# LOUISIANA

The Federal Post Card Application (FPCA) is the primary form for requesting registration and/or an absentee ballot from your local election official. **Read all instructions printed below and on the FPCA before completing and signing your application.**

## FEDERAL POST CARD APPLICATION

REGISTRATION AND ABSENTEE BALLOT REQUEST - FEDERAL POST CARD APPLICATION (FPCA)	
APPLICATION FOR STATE OF _____ COUNTY OF _____ CITY OR TOWNSHIP OF _____ §	
I REQUEST ABSENTEE BALLOTS FOR ALL ELECTIONS IN WHICH I AM ELIGIBLE TO VOTE.	
<b>1. APPLICANT INFORMATION</b> (See instruction 1.)	
a. TYPED OR PRINTED NAME (Last, First, Middle Initial)	b. SEX c. RACE
d. DATE OF BIRTH	e. SOCIAL SECURITY NUMBER
f. OTHER IDENTIFICATION NO. (passport, ID card)	
<b>2. I LAST VOTED or PLACE OF LAST REGISTRATION</b> (Do not leave this section blank. See instructions.)	
a. YEAR b. COUNTY, CITY, OR TOWNSHIP	c. STATE d. VOTER REGISTRATION NO. (if known)
<b>3. VOTING RESIDENCE</b> (For military, legal residence. For overseas civilians, last residence in U.S. IF USING RURAL ROUTE, SEE INSTRUCTIONS.)	
a. LAST DATE OF RESIDENCY	
b. NUMBER AND STREET (Do not use Post Office Box)	
c. CITY, TOWN OR VILLAGE	d. STATE
e. COUNTY OR PARISH	f. ZIP CODE (9 -digit, if known)
<b>4. MAIL ABSENTEE BALLOT TO:</b> (Mailing address where you want the ballot to be sent.)	
<b>5. YOUR FAX NUMBER</b> (If this application is faxed, include all international prefixes. See instructions.)	
<b>6. POLITICAL PARTY AFFILIATION</b> (This information is required by most states to send you a ballot for primary elections. See Instructions.)	
<b>7. REMARKS</b> (Provide additional information which will assist local election officials in determining your eligibility to register and vote. See Instructions.)	
<b>8. AFFIRMATION BY APPLICANT</b>	
X only one: a, b, c or d	
I swear/affirm, under penalty of perjury, that I am: (See Instructions)	
a. a member of the Uniformed Services or merchant marine on active duty, or an eligible spouse or dependent.	
b. a U.S. citizen temporarily residing outside the U.S.	
c. a U.S. citizen overseas by virtue of employment or accompanying spouse or dependent.	
d. other U.S. citizen residing outside the U.S.	
e. I am a U.S. citizen, eligible to vote in the above jurisdiction, and subscribed to any required state/local oath or statement.	
f. I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated.	
g. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S.	
h. The information on this form is true and complete.	
i. SIGNATURE OF APPLICANT	j. DATE
X	
<b>9. WITNESS/NOTARY ADDRESS AND SIGNATURE</b> (If required by state law)	
DATE SIGNED	

The information contained herein is for official use only. Any unauthorized release of this information may be punishable by law.

## Application Instructions

Circled letters on the form above correspond to the instructions below. **You must complete all shaded areas.**

**A.** Providing your Social Security number is optional but your voluntary cooperation will assist in processing your form.

**B.** Do not leave blank. Enter "N/A" if not applicable or if you are a first time voter.

**C.** Provide the complete street address of your Louisiana voting residence. A post office box is not sufficient. If your address includes a rural route, describe its location in Item 7. For example: "on Highway \_\_\_\_\_, 2 miles past Highway \_\_\_\_\_, across the street from the \_\_\_\_\_ gas station." This address must be different from the one provided in Item 4 and must be within the parish where you claim legal voting residence.

**D.** Print the complete address where you want your ballot sent — usually your current mailing address. Your current mailing address must be different from the address you provided in Item 3.

**E.** If you do not list a party affiliation, you cannot vote in the Presidential preference primary and party committee elections. You must indicate your political party affiliation when applying for a primary ballot (Example: Democrat, Republican) or write "none" in Item 6 of the FPCA. Political party affiliation is not required when only requesting absentee ballots for other primary and general elections. If you are currently registered and want to change your political party affiliation or you have previously declined to indicate a political party affiliation and you now want to vote in a Presidential preference primary and party committee elections, you must submit a completed FPCA which includes your new political party affiliation to the local election official not later than 24 days before an election. Indicate on Item 7 if your FPCA is being submitted only to change your party choice.

**F.** Check ONE box.

**G.** The applicant must sign and date the FPCA for it to be processed by the local election official.

## I. UNIFORMED SERVICES

### A. Who Can Do It

These procedures apply to persons who are U.S. citizens, residents of Louisiana and members of the Uniformed Services and their family members. Uniformed Services are defined as the U.S. Armed Forces, merchant marine, commissioned corps of the Public Health Service and the National Oceanic and Atmospheric Administration.

### B. When To Do It

You may use a single FPCA to request ballots for all elections in a calendar year (for local, state and Federal offices).

(1) **To register and request an absentee ballot**, the local registrar of voters must receive your FPCA not later than 30 days before the election.

**To request an absentee ballot if you are currently registered**, the local registrar of voters must receive your FPCA not earlier than 12 months and not later than 7 days before the election.

(2) Return your voted ballot to the local election official so that it arrives not later than the day of the election.

Louisiana elections, except the Presidential preference primary and party committee elections, are entirely open. All parties appear on the same ballot and you may vote for any candidate on the ballot. If any candidate receives more than 50% of the votes cast in the primary election that candidate is declared the winner and that office is not voted upon in the general election.

Local election officials mail ballots not later than 20 days before the state primary election and 13 days before the general election. However, special ballots for the office of the President are available for mailing 45 days before the general election.

If you are outside the U.S. and have not received your state ballot in a timely manner, use the Federal Write-In Absentee Ballot. See instructions in Chapter 2, page 12.

### C. Oath/Witness Requirements

If you use the FPCA to register, it does not need to be sworn to or witnessed.

However, you must sign the ballot return envelope certificate in the presence of two witnesses. These witnesses must also sign the envelope.

### D. Electronic Transmission of FPCAs and Ballots

- Louisiana allows you to send the FPCA for registration and absentee ballot request by fax. After faxing, submit the FPCA by mail.
- Louisiana allows you to receive the blank ballot by fax.
- Louisiana allows you to return the voted ballot by fax.

Please refer to Appendix C for specific instructions when transmitting election materials electronically. **Use only the following numbers:**

DSN 223-5527  
(703) 693-5527  
1-800-368-8683

### E. Special Absentee Ballot for General Election

If you request a primary ballot you will receive a special ballot for the general election along with the primary ballot.

The special ballot permits you to vote in the following general election by writing in numbers according to your choice of preference for each candidate. You put the number one next to the name of the candidate who is your first choice, the number two for your second choice, and so forth so that, in consecutive numerical order, you write a number indicating your preference next to each candidate's name on the ballot.

You shall not be required to number all of the candidates on the ballot if you so choose, but doing so will assure your having cast a ballot in the general election.

Instructions continue in Section III: Uniformed Services & Civilians Outside U.S.

## II. CIVILIANS OUTSIDE U.S.

These procedures apply to persons who are U.S. citizens, residents of Louisiana and overseas citizens. The term "overseas citizen(s)" means a U.S. citizen who resides outside the U.S. and (but for such residence) would be qualified to vote in Louisiana.

## A. Who Can Do It

- civilian employees of the U.S. Government serving outside the U.S. and their spouses and dependents (for local, state and Federal office ballots)
- members of religious or welfare groups attached to and serving with the Armed Forces and their spouses and dependents (for local, state and Federal office ballots)
- other residents of Louisiana temporarily residing outside the U.S. (for local, state and Federal office ballots)
- overseas citizens (for local, state and Federal office ballots)

## B. When To Do It

You may use a single FPCA to request ballots for all elections in a calendar year.

(1) **To register and request an absentee ballot**, the local registrar of voters must receive your FPCA not later than 30 days before the election.

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You shall not be required to number all of the candidates on the ballot if you so choose, but doing so will assure your having cast a ballot in the general election.

Instructions continue in Section III: Uniformed Services & Civilians Outside U.S.

### III. UNIFORMED SERVICES & CIVILIANS OUTSIDE U.S.

#### A. Bars to Registration and Voting

Persons convicted of a felony or judicially found mentally incompetent may not register or vote.

#### B. Cancellation of Registration

Registration of a voter whose canvassing postcard is returned by the postmaster as being undeliverable is canceled after due process and failure to vote for a period of two (2) consecutive federal general elections.

#### C. Action on Registration Requests

Notice of registration is sent.

#### D. Action If Registration Is Denied

If registration is denied, provide the information called for in the notice of denial and resubmit the application. If a second denial is received, consult a legal assistance officer or civilian counsel.

#### E. Where To Send It

Submit the FPCA to the Registrar of Voters, parish of voting residence, as listed below:

Parish	Parish Seat	Zip Code
Acadia	Courthouse, #115	
	Crowley	70526-4363
Allen	PO Box 150	
	Oberlin	70655-0150
Ascension	828 S. Irma Blvd. #103	
	Gonzales	70737-3631
Assumption	PO Box 578	
	Napoleonville	70390-0578
Avoyelles	312 N. Main St. #E	
	Marksville	71351-2409
Beauregard	PO Box 952	
	DeRidder	70634-0952
Bienville	PO Box 697	
	Arcadia	71001-0697
Bossier	PO Box 635	
	Benton	71006-0635
Caddo	PO Box 1253	
	Shreveport	71163-1253
Calcasieu	1000 Ryan St. #7	
	Lake Charles	70601-5250
Caldwell	PO Box 1107	
	Columbia	71418-1107
Cameron	PO Box 1	
	Cameron	70631-0001
Catahoula	PO Box 215	
	Harrisonburg	71340-0215
Claiborne	513 N. Main St. #2	
	Homer	71040-3914
Concordia	4001 Carter St., #4	
	Vidalia	71373-3021
DeSoto	Courthouse, 101 Texas St.	
	Mansfield	71052-2445
East Baton Rouge	222 St. Louis #201	
	Baton Rouge	70802-5860
East Carroll	400 First St.	
	Lake Providence	71254-2695
East Feliciana	PO Box 488	
	Clinton	70722-0488
Evangeline	200 Court St., Suite 102	
	Ville Platte	70586-4463
Franklin	Courthouse, 6560 Main St.	
	Winnsboro	71295-2750

Parish	Parish Seat	Zip Code
Grant	Courthouse, 200 Main St.	
	Colfax	71417-1828
Iberia	300 Iberia St., #110	
	New Iberia	70560-4543
Iberville	PO Box 554	
	Plaquemine	70765-0554
Jackson	500 E. Court St. #102	
	Jonesboro	71251-3400
Jefferson	PO Box 10494	
	Jefferson	70181-0494
Jefferson Davis	Courthouse Rm. 107, 300 State St.	
	Jennings	70546-5361
Lafayette	1010 Lafayette #313	
	Lafayette	70501-6885
Lafourche	307 West 4th St., Room #101	
	Thibodaux	70301
LaSalle	PO Box 2439	
	Jena	71342-2439
Lincoln	100 W. Texas Ave. #10	
	Ruston	71270-4463
Livingston	PO Box 968	
	Livingston	70754-0968
Madison	100 N. Cedar St	
	Tallulah	71282-3892
Morehouse	129 N. Franklin	
	Bastrop	71220-3815
Natchitoches	PO Box 677	
	Natchitoches	71458-0677
Orleans	1300 Perdido #1W23	
	New Orleans	70112-2127
Ouachita	400 St. John St., #106	
	Monroe	71201-7342
Plaquemines	PO Box 989	
	Port Sulphur	70083-0989
Pointe Coupee	211 E. Main St.	
	New Roads	70760-3661
Rapides	701 Murray St.	
	Alexandria	71301-8099
Red River	PO Box 432	
	Coushatta	71019-0432
Richland	PO Box 368	
	Rayville	71269-0368
Sabine	400 Capitol St.	
	Many	71449-3099
St Bernard	8201 W. Judge Perez	
	Chalmette	70043-1696
St Charles	PO Box 315	
	Hahnville	70057-0315
St Helena	PO Box 543	
	Greensburg	70441-0543
St James	PO Box 179	
	Convent	70723-0179
St John	1801 W. Airline Hwy.	
	LaPlace	70068-3344
St Landry	PO Box 826	
	Opelousas	70571-0826
St Martin	Courthouse, 415 S. Main	
	St Martinville	70582-4549
St Mary	Courthouse, 500 Main St. #301	
	Franklin	70538-6144
St Tammany	P.O. Box 1815	
	Covington	70434-1815
Tangipahoa	PO Box 895	
	Amite	70422-0895
Tensas	PO Box 183	
	St. Joseph	71366-0183
Terrebonne	7856 Main St. #110	
	Houma	70360
Union	PO Box 235	
	Farmerville	71241-0235
Vermilion	Courthouse Building, 100 N. State St., Suite 120	
	Abbeville	70510
Vernon	PO Box 626	
	Leesville	71496-0626
Washington	900 Washington St.	
	Franklinton	70438-1719
Webster	PO Box 674	
	Minden	71058-0674
W. Baton Rouge	PO Box 31	
	Port Allen	70767-0031
W. Carroll	PO Box 71	
	Oak Grove	71263-0071
W. Feliciana	PO Box 2490	
	St. Francisville	70775-2490
Winn	Courthouse, Room 105	
	Winnfield	71483-0951

***“They’re Only Your Elected Officials If You Vote”***

by Allen R. Foucha, Jr., Public Affairs Office, New Orleans, Louisiana